



Michigan Association of Housing Officials

Board Minutes – August 3rd, 2017

President's Report

Toby Frederickson, called the meeting to order at 12:38. Frederickson brought a MAHO Board agenda outline for discussion (exhibit "A" attached).

Attendance

Board Members present:

Toby Fredrickson, Jeanne Powers, Dave Beech, Joe Haba, Brandon Boggs, Mike Nelson, Jarred Freeman & Dave Vincent.

Board Members absent:

Tim Maday.

Motion to excuse absent members moved by Vincent- seconded by Nelson. Motion carried.

Agenda

Motion to accept agenda moved by Vincent- seconded by Nelson. Motion carried.

Secretary's Report

Haba provided copies of minutes from last Board meeting. Document(s) reviewed by Board. Motion to approve minutes by Vincent- seconded by Powers. Motion carried.

Treasurer's Report

Beech provided copies of current financial documents which included updated activity since last Board meeting. Document(s) reviewed by Board. Motion to approve report moved by Nelson- seconded by Haba. Motion carried.

President's Update

None at this time.

Correspondence

- Vincent reported contact from Laura Scott, who supported ICC nominated candidate requesting support of MAHO, and all its members throughout the campaign/election process. Consideration & support to be reviewed & installed on behalf of MAHO as directed by leadership of the organization.
- Thank you letters to be drafted by Haba, on behalf of MAHO, addressed to Dennis Wesner & Mike Dietz, for their previous service as members of the Board.

Website Update

Frederickson reported updates have been made to information contained on website for Board Member Freeman; however, still needs to update information contained for Boggs. Haba to forward updated information to Frederickson to complete this task. Correct information to be updated upon receipt.

Old Business

- Vincent reported anticipated costs for attendance of Board Members at the annual ICC conference are minimal in proportion to the approved expenditure (\$2,185) approved by the Board. Finalized numbers shall be made available once confirmation of registration & travel accommodations are in hand. Reservations are pending at this time & should be ready for next month's Board meeting. Hotel cost per night averaging approximately \$110/night. Conference held September 10th-13th, 2017. Maday, Vincent & Haba are scheduled to attend w/ Maday committing to financially support own accommodations & may be able to reduce additional costs incurred by MAHO by strategically coordinating travel arrangements.
- Preferred Provider focus tabled until next meeting- awaiting additional correspondence confirming commitments from vendors, proposed suggestions/benefits & costs associated with options available for consideration.
- Newsletter should contain section titled, "President's Corner". Short articles & photos of interesting inspection findings should be forwarded to Frederickson, for consideration of inclusion in material submitted to members. Frederickson supported appointment of committee and/or chairperson to serve as an extension of the Board, charged with creation/editing of such newsletter going forward. Board to consider & recruit potential candidates & committee members for project. Announcement shall be made by Frederickson at next scheduled seminar for those interested in serving on such a committee.
 - Nelson, suggested he may author update on Poly Buteline Pipe.
- Vincent working on finalizing commitments with speakers for October 19th seminar, which as proposed included:
 - Michigan Department of Environmental Quality
 - "Hector the Great"
- Beech reported he contacted Postmaster of Sparta, MI- confirmed MAHO address had been updated effective 6/15/2017. In addition, Beech reported need to confirm MAHO address has been properly updated with ICC. Vincent to assist Beech, in coordination efforts ensuring accurate contact information on file.
- Some receivables from Summer Conference attendance remain outstanding due to circumstances unforeseeable and of no fault of any municipality- collection efforts still ongoing:
 - E. Lansing – contacted- new check issued; however, reportedly went to incorrect address. Freeman to work with appropriate personnel in efforts to correct.
 - Eaton County – contacted by Beech – new check in route.
 - Kent County Health Department – contacted by Beech – no response. Additional follow-up required. Beech to attempt additional dialogue.

New Business:

ICC reimbursement status

Vincent provided Beech with ICC voucher for reimbursement of Summer Conference speaker Jared Agee. Beech has invoice for services & will submit appropriate forms to ICC for costs incurred.

Website services contract status

Vincent provided Beech with invoice for StreamLine (website engineering contractor) along with signed contract received between Board meetings. Invoice total was \$675.00- which included \$450 for three (3) years of website maintenance & \$225, which was 50% of the total cost for repairs required. Additional \$225 shall be paid to contractor upon completion of services. Vincent to inquire with contractor regarding potential "loss of service" or interruption in service due to repairs required to ensure Board is still able to utilize communication tools necessary to disseminate material to our members.

January conference

- Vincent to finalize commitments from speakers for January conference. Proposed speakers to include APS and/or CPS informational presentation(s).
- Board to explore potential for hands-on training seminar, utilizing resources available thru transportation, housing and owner contacts in Hannah Center area. This initiative shall be a collaborative effort requiring all Board members input and commitment.
- Freeman to confirm upcoming dates with Hannah Center to ensure reservation of room(s) & services required & take inventory of current supplies in stock.

Website repair update

Vincent to contact website contractor to confirm details on repairs and/or potential interruption of services. Information gathered to be relayed to Board at next meeting.

Paul Winter's Scholarship Fund update

Beech reported additional costs of "creating" separate account to separate deposit funds for scholarship. Banking institution assesses additional fees if account balances are not maintained at specified figures, makes it more cost effective to rescind previous Board decision to separate funds into new account; appropriately documenting/tracking balances within Treasurer's Report/ financial statements provided monthly to Board at meetings. Previous motion to separate funds into separate account rescinded by motion moved by Nelson- seconded by Powers. Treasurer to justify balances of Paul Winter's Scholarship account in monthly reporting to Board. Motion carried.

Receivables Update

Beech reported four (4) receivable items owed to MAHO, totaling \$3515.

- ICC speaker reimbursement in the amount of \$1,200.00.
- Kent County Health Department, in the amount of \$325.00.
- Eaton County, in the amount of \$365.00.
- E. Lansing, in the amount of \$1,625.00

Adjourn

Motion moved by Nelson to adjourn meeting at 1:25 PM- seconded by Powers. Motion carried.